

2005 - 2006

**RULES OF THE ASSEMBLY COMMITTEE ON AGRICULTURE
ASSEMBLY MEMBER BARBARA S. MATTHEWS, CHAIR**

Except as otherwise provided in the Standing Rules of the Assembly, and the Joint Rules of the Senate and Assembly, these rules shall govern the Assembly Committee on Agriculture during the 2005-2006 legislative session. The following procedures and guidelines are designed to further expedite the business of the Committee.

OFFICERS

- (a) The Officers of the Committee shall be the Chair and Vice Chair.
- (b) The Chair shall preside at meetings when present except when the committee is considering a bill of which he or she is the sole or lead author. Whenever the Chair is not presiding, the Vice Chair shall assume the duties of the Chair. In the absence of both, a Member designated by the Chair shall preside.
- (c) The Committee Secretary shall keep a record of the meetings and actions taken by the Committee. Bills favorably acted upon shall be reported out of the Committee in a timely manner.

COMMITTEE HEARINGS

- (d) The Committee shall meet in regular session on the 2nd and 4th legislative Wednesdays at 1:30 p.m. in Room 4202, or a room otherwise designated by the Speaker.
- (e) The Chair, upon approval of the Speaker, may call special hearings. Notice shall be given to all Members of the Committee, specifying the purpose of the hearing, and the time and place thereof.
- (f) The Chair has the discretion to take bills up in any order that is necessary to expedite the Committee process or accommodate the special needs of an author or Member(s) of the Committee. Bill presentation shall be in (1) file order, and (2) with those authors present.
- (g) Notice of hearing of bills, pursuant to Joint Rule 62(a), shall also be published in the Daily File. No matter shall be considered at a special hearing other than that specified in the notice.
- (h) Background worksheets must be completed for the preparation of the Committee analysis. The worksheet should be completed upon receipt and **two (2) copies should be returned to the Committee as soon as possible, but no later than one week prior to the hearing date. The**

bill may not be scheduled for hearing until the background worksheet is completed and returned to the Committee.

- (i) Pursuant to Joint Rule 62(a), a bill may be set for hearing only three times. A bill shall be considered "set" whenever notice of the hearing has been published in the file for one or more days. If a bill is set for hearing, and the Committee, on its own initiation and not the author's, postpones the hearing on the bill or adjourns the hearing while testimony is being taken, that hearing shall not be counted as one of the three times a bill may be set. In the event an author fails to appear in a timely manner, the "set" will count against the bill.

QUORUM

- (j) A majority of the Members of the Committee shall constitute a quorum. A majority vote of the Committee shall be required to pass a bill, and an action taken by the Committee may not be reconsidered except by a majority vote of the membership of the Committee.
- (k) No action shall be taken on any measure outside of a duly constituted Committee hearing.
- (l) The Committee Chair may open a Committee hearing as a sub-committee when a quorum is not present. The sub-committee may make recommendations to the full Committee; however, no official Committee actions may be taken without the establishment of a quorum by a voice roll call vote.
- (m) A recorded roll call vote shall be taken on all of the following actions of the Committee:
 - 1. On an action which constituted the Committee's final action on a bill, constitutional amendment or resolution that is before the Committee.
 - 2. On amendments taken up in Committee, whether adopted or not.
 - 3. On motions to reconsider actions by the Committee.
 - 4. In all other respects, the provisions of Rule 58.5 of the Standing Rules of the Assembly shall govern Committee voting.

ANALYSES

- (n) Committee analysis of bills set for hearing will be made available to the public 24 hours prior to the date of the hearing. A copy of each analysis will be delivered to the author at this time.
- (o) Any analysis prepared for a special hearing of the Committee will be available to the author at the earliest possible time prior to the hearing. For the purposes of this section a "special hearing" shall be any hearing of a bill that did not require a four-day notice in the file.
- (p) A Committee bill analysis will reflect the support and opposition of an organization, and identify the number of individuals that submit in writing, positions on a particular bill, four (4) business days prior to the hearing.

BILL AMENDMENTS

- (q) Author's amendments must be submitted in Legislative Counsel form to the Committee Secretary **no later than 12:00 p.m., one week prior to the hearing date for the bill (Wednesday at noon for regularly scheduled hearings)**, in order for the bill to be amended, in print, and analyzed

prior to its hearing. Amendments should be submitted with one signed original and nine (9) copies.

- (r) If substantive amendments are offered during the Committee hearing, the Committee Chair may require the bill be held in Committee until the amendments have been properly reviewed and analyzed by the Committee consultant. All attempts shall be made by the Committee to obtain any necessary rule waivers should the bill be held over as a result.

RECONSIDERATION

- (s) After the Committee has voted on a bill, reconsideration may be granted only one time. Reconsideration, by a majority vote, may be granted within 15 legislative days, or prior to applicable policy committee deadlines, whichever occurs first. A reconsideration vote may not be taken without appropriate notice in the Daily File unless that vote is taken at the same meeting at which the vote to be reconsidered was taken, and the author is present.

CONSENT CALENDAR

- (t) At the Committee Chair's discretion, bills may be placed on the agenda as consent Items. The following rules govern the placement of bills on the Committee's proposed consent agenda:
 - 1. Should the Chair, in advance of a hearing, propose to recommend any bills for consideration on the consent calendar without hearing testimony on those bills in committee, a list of those bills shall be made available to the public at the same time as the committee analysis.
 - 2. Any Member of the Committee may remove a bill from the consent calendar, and shall do so at the earliest possible time, so as not to put an author's bill at risk of not being heard on its scheduled hearing date. Bills removed from the proposed consent agenda may be taken up and voted upon on the same day removed from consent; in such a case the Assembly Sergeant shall immediately notify the author to appear in front of the Committee.
 - 3. The Committee Chair may take up the proposed consent agenda at any convenient opportunity following the establishment of a quorum, and prior to adjournment of a hearing. Authors need not be present.

Adopted by the Assembly Committee on Agriculture
March 30, 2005

BARBARA S. MATTHEWS, CHAIR
ASSEMBLY MEMBER, 17TH DISTRICT

BILL MAZE, VICE CHAIR
ASSEMBLY MEMBER, 34TH DISTRICT